

# Applicant Pack

Sefton is a really great place to live and work



# Welcome



Hi

My name is Risthardh Hare, I'm the Executive Director of Childrens Social Care and Education, and I lead on those areas across the Council that directly improve the outcomes for the children, young people, and families of Sefton. Sefton is an amazing place to work

with passionate and committed staff, a wide range of resources and purposeful partnership working. Our headteachers are the best in the country, bringing their experience, dedication, and child focused outcomes to everything they do. We want to be joined by only the very best who drive change through innovation, compassion, and solution focused approaches. This is the perfect time to join Sefton and bring new ideas to our journey.

Thank you for your interest in wanting to join our amazing Team.

The Job Description and Person Specification for this vacancy are available in this candidate pack; and if you have any further questions, please don't hesitate to get in touch with me

[Risthardh.hare@sefton.gov.uk](mailto:Risthardh.hare@sefton.gov.uk)

Best of luck!

## A bit about Sefton

**Sefton is a confident, connected Borough. Stretching from Bootle in the south to the resort of Southport in the north, Sefton has over 275,000 residents living in its vibrant towns and neighbourhoods, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.**

It's a really is a great place to live and work.

We are the northern-most borough of the Liverpool City Region and have everything from beautiful coast and countryside to pretty villages, industrial areas and the docks.

Sefton boasts 22 miles of stunning coastline, making it a leading coastal tourist destination with a flourishing visitor economy. It spans the busy Port of Liverpool, the famous Antony Gormley's 'Another Place' iron men installation, beaches and protected dunes that are home to a number of rare species.

Although the distinctiveness of Sefton's towns and villages is integral to our uniqueness, it is the Borough's people who

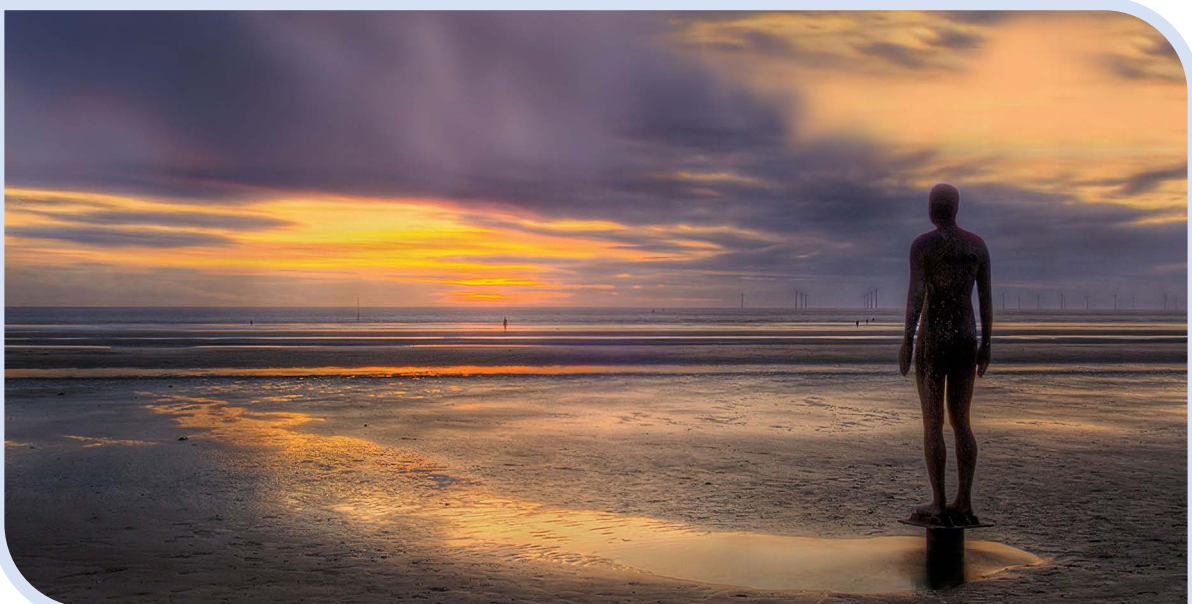
create the distinct and diverse communities that make it a vibrant place in which to live, work and invest and to visit.

As well as the miles of golden sands, those who choose to work in Sefton will have access to a world-renowned racecourse and famous golf courses alongside National Trust nature reserves where people can relax and have fun.

Excellent transport links mean Sefton is well placed for accessing cities across the Northwest, including Liverpool and Manchester, and is close enough to the Lake District and North Wales for short weekend breaks away.

Vibrant town centres, intimate commuter towns, beautiful villages and stunning coastal and rural locations, mean everyone can find their perfect home in Sefton.

With house and rent prices in Sefton lower on average than our big neighbours of Liverpool and Manchester, you could join us by the coast and still enjoy a city lifestyle.



# A bit about the Council

**We pride ourselves on being an open, co-operative Council that is absolutely committed to placing Sefton residents at the heart of all we do.**

There is an energy in Sefton that reflects our commitment to delivering the very best service to the people who live here. Like all Councils we have our challenges, but we are meeting these challenges head on with our dedicated, creative and passionate colleagues.

People who work in local government are driven by more than financial motivation. They are people who want to make a difference in local communities and put their talents to use helping people around them and improving the local area.

One thing we're proud of is the exciting vision for the future of Sefton, which we developed with our communities and partners. It underpins everything we do.

Our Imagine Sefton 2030 consultation engaged thousands of people, local businesses, visitors and potential investors



to create a Vision that promotes collectively shared prosperity, coordinated public investment, and a healthy environment and population.

**Our Vision 2030**, will help us to stimulate growth, set new levels of aspiration, see our communities thrive and focus on what is important for Sefton.

We have excellent links with partners, businesses and communities who are integral to the delivery of our services and have the shared goal of making Sefton the best place it can be.



# Working at Sefton Council

**Sefton Council is committed to building a culture where you can thrive no matter what stage of your career you are in, whilst maintaining a healthy work life balance. We want to give our people the best culture to allow our staff at Sefton a happy and inclusive environment to work in.**

We value our colleagues and aim to create a positive, innovative and open work culture that supports everyone.

Some of the benefits are listed in this application, but to find out more information on the [benefits we offer at Sefton Council](#), have a look on our website.



# An Inclusive Workplace

**We are always working to make sure that the Council is inclusive and representative of our communities. A diverse workforce is important to us, and our staff bring with them a wide range of experiences, views, ideas and innovations. We are committed to providing an environment that recognises, respects, and values everybody's identity, an environment where individual differences are strengths and where everyone can thrive and maximise their potential.**

Sefton was the first local authority within the Liverpool City Region to be Navajo accredited, which means we're committed to promoting the rights of LGBTQ+ people. As well as this, we're also a Disability Confident accredited employer and are fully committed to building a diverse workforce that represents the needs of our communities.

We have a number of staff forums including a Black and Ethnically Diverse Group, LGBTQ+ Group, Women's Network, Disability Staff Network, and a Christian Workplace Group.

We are an Equal Opportunities Employer and our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role. All applications for jobs in the service of the Authority will receive equal treatment irrespective of their race, gender, marital status, age, disability, religion, sexual orientation, or socioeconomic status.

We have also made 'care experienced' a protected characteristic here in Sefton and welcome any applications from people who may have previously experienced the care system.

Our family friendly policies to help staff achieve a good work-life balance and flexible working and part time job roles provide the opportunity to have both a work and a family life.

Read our [Equality, Diversity and Inclusion strategy](#)



# Assistant Director of Children's Services (Education Excellence)

## JOB PURPOSE

To lead and manage the Education, Skills and Early Years services to ensure that strategies, procedures and activities are delivered which meet the needs of Sefton's community in relation to statutory responsibilities. To hold Strategic Leadership for SEN matters.

To be the Council's lead on extensive engagement with our partners (and specifically schools, colleges and early years settings) in order to promote the Borough's education strategy including attainment and the achievement of vulnerable groups.

To lead on the Council's strategies for School, Colleges and Early Years Improvement across the borough.

To be the Council lead on ensuring that the planning and delivery of school places planning is effectively implemented and regularly reviewed to meet Government guidelines and the needs of the borough.

To be the lead for educational inclusion in the Borough (including the progress and achievement of Looked after Children, and pupil attendance and behaviour) in line with statutory requirements.

To undertake the strategic role for the Council in ensuring that the education system is aligned with the labour market and economy so that young people benefit.

To lead and manage as required on a matrix basis throughout the organisation to fulfil the required Vision and Core Purpose along with the strategic and operational objectives as required.

## LEADERSHIP

Must demonstrate the following leadership competencies.

1. Provide clear vision and direction.
2. Lead and manage change.
3. Plan strategically.
4. Lead people and performance.
5. Work corporately as well as collaboratively with partners.
6. Communicate effectively.
7. Focus on excellence.
8. Develop self and others.
9. Personal resilience.

## BEHAVIOURS

Must demonstrate the following behaviours.

1. Provide support with a view to improving quality.
2. Provide appropriate and constructive challenge.
3. Create a culture that looks for understanding and solutions.
4. Visibly and positively respect and value staff.
5. Communicate a consistent and clear message throughout the Council and with partners.
6. Respect, listen to and value other views.
7. Maintain a customer focus with a relentless pursuit of excellent outcomes.
8. Have collective integrity and responsibility.
9. Endeavour to improve outcomes for the communities of Sefton.

## JOB SPECIFIC

### PRINCIPAL RESPONSIBILITIES

Foster productive and effective partnerships with schools and education settings to ensure the potential of our young people is maximised. The post will include accountability in respect of children and their families, who need additional support to ensure they can thrive, achieve their potential and build personal resilience (e.g. SEN and Early Year support).

Ensure all statutory functions are fulfilled ensuring fair access to education for every child and young person.

To lead and promote school improvement by supporting effective school collaboration and providing local leadership for tackling issues needing attention which cut across school clusters, providing appropriate support and challenge.

A detailed understanding of national policy developments in Children's Services and Local Government more generally will be required along with a good understanding of the regulatory framework in Education and Children's Services.

Enact corporate parenting duties and promote the rights and welfare of looked after and care experienced children and young people so they can achieve their maximum potential.

To provide support, expertise and insight on Education matters as required within the Borough involving contact with Schools, Head teachers (and other stakeholders), Colleges, OFSTED, Regional Schools Commissioner and DFE.

## MANAGING CHANGE

- Responsibility for leading through change and managing school improvement, ensuring children across Sefton access good quality education provision, that meets their needs and promotes achievement and attainment, improving life chances and opportunities, in line with the Council's priorities and vision.
- Responsibility for providing appropriate Leadership and Management in the total system in respect of change.

## PARTNERSHIPS

- Provide leadership and direction for the service and system as it develops. Creating and sustaining partnerships and networks to build a team around the school approach and work with partners to find workable solutions to shared priorities.

## OVERARCHING ESSENTIAL CRITERIA

### Role Based Criteria

- Emphasis on functional and strategic leadership and management, co-ordination and oversight of a range of related functions to achieve specific outcomes for local children and young people.
- Make appropriate evidenced based commissioning decisions for a range of council services in line with council policy and priorities.
- Work closely with elected members especially Cabinet members and support them in undertaking their community leadership and policy and decision-making roles.
- Direct personal accountability for delivery of a range of services and outcomes to agreed performance standards and within budget.
- Constantly seek efficiency and value for money and support the development of new delivery and support models.
- Empower and devolve decision making to the most appropriate level, as close as possible to the frontline, to maximise performance.
- Discover new ways to reduce the cost of services to taxpayers and improve their overall productivity and value for money to service users.
- Actively manage demand and risk whilst encouraging creative thinking and innovative practice.
- Develop employees with flexible skills and competencies that are valued and supported.
- Set clear expectations and provide development and support to enable the Council to deliver the required outcomes.
- Promote cross-organisational team working, within the Council and with partner organisations to deliver more cost effective and valued services and enable coherent and integrated problem solving.

- Fulfil the role of Project Sponsor for specified key corporate projects.
- Empower all staff to deliver effectively and efficiently.

## **Skill and Attitude and Value Based Criteria**

- Sefton's Vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Heads of Service will have personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

### **GENERAL:**

Post holders will:

- Lead Council-wide officer and partner groups as required.
- Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required.
- Represent the Council on key Civic events as required including Remembrance Services.
- Represent the Council at partner events as required.

Some posts will require specific safeguarding checks. Where these are required, the person appointed will be subject to those checks.

In accordance with the Local Democracy, Economic Development and Construction Act 2009, this post has been politically restricted. This is due to the sensitive nature of this post (giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority is represented, speaking on behalf of the authority on a regular basis to journalists or broadcasters).

New appointments will be required to satisfactorily complete a six-month probationary period.

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change.

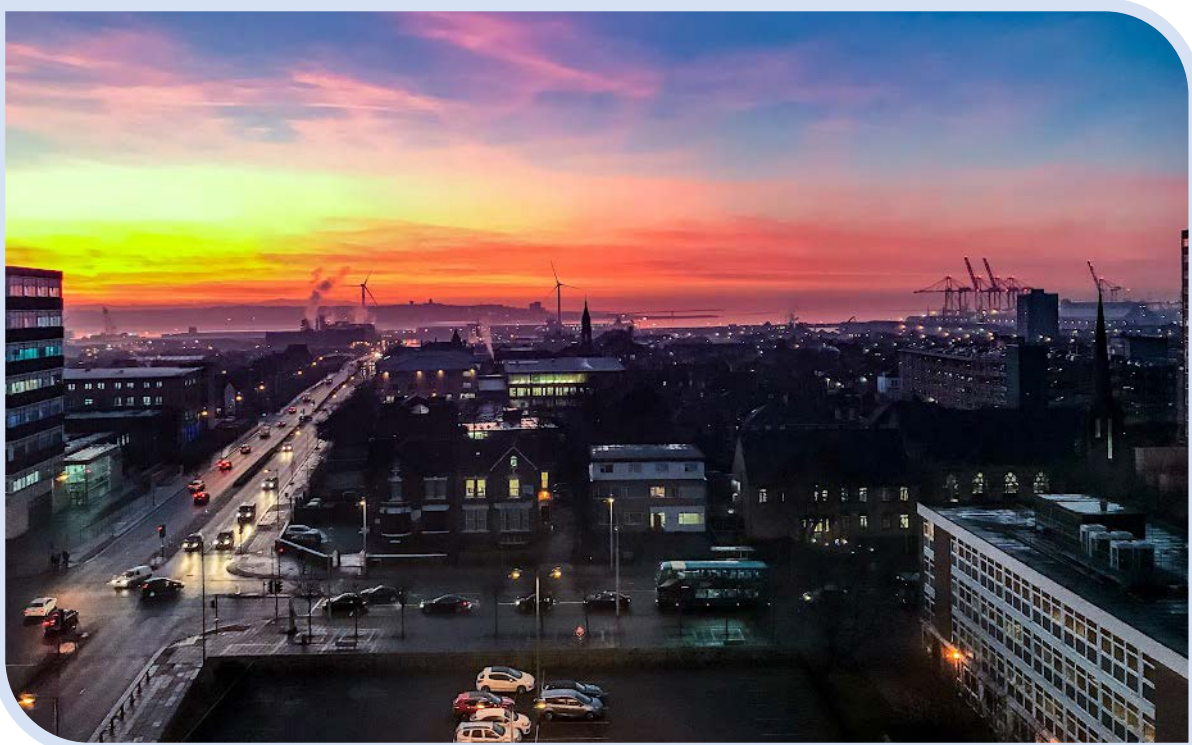
This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information is involved with the duties of this post, the post holder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.

**Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.**



## PERSON SPECIFICATION

**Post:** Assistant Director of Children's Services (Education Excellence)

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b>QUALIFICATIONS</b>		
Academic and/or Professional Qualification relevant to Education field.	E	AF/C
Academic and/or Professional Qualification relevant to Local Government.	E	AF/C
Appropriate Leadership/Business Qualification or equivalent skills / experience.	E	AF/C
Post graduate qualification relevant to Education field.	D	AF/C
<b>EXPERIENCE</b>		
Significant demonstrable experience and expertise at strategic leadership level within the Educational Sector.	E	AF/I
A proven track record of working effectively and in co-operation and partnership with a wide range of schools, communities, partner agencies, public agencies, voluntary bodies and statutory authorities, working to Educational outcomes.	E	AF/I
Evidence of successful financial and project management, including resolving conflicting priorities and applying rigorous monitoring and control procedures.	E	AF/I
Extensive experience of developing strategic solutions and the ability to relate strategy to action and outcomes.	E	AF/I
Extensive experience of managing complex budgets, delivering services and savings targets against budget constraints as required.	E	AF/I
Experience of an ability to deliver High Quality Education services with a focus on school Improvement, including attainment and the achievement of vulnerable groups.	E	AF/I

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b>ABILITY, SKILLS &amp; KNOWLEDGE</b>		
Knowledge of relevant regulatory regimes and the educational framework applicable to the post with an ability to authoritatively lead in the area of Education and associated services.	E	AF/I
A detailed understanding of national policy and developments in Education and Children’s Services and Local Government.	E	AF/I
Exemplary interpersonal skills and the ability to convey complex ideas to a variety of different audiences and stakeholders.	E	AF/I
Credible and confident communicator with excellent presentation skills and the ability to influence at a senior level.	E	AF/I
Ability to contribute to and influence local, regional and national initiatives promoting Sefton’s interest and maximising opportunities.	E	AF/I
Proven strategic aptitude with the ability to adopt a strategic view and relate strategy to action and outcomes.	E	AF/I
Ability to build strong relationships together with expert negotiating and influencing skills.	E	AF/I
Ability to work collaboratively with others to provide high quality services.	E	AF/I
A successful track record in the leadership and management of change.	E	AF/I
Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances.	E	AF/I
Experience of Transformational Leadership in a multi-agency setting.	E	AF/I

**Assessment Methods Key:**

**AF – Application Form C – Certificates I – Interview**